

<b>AD-1106</b> (Proposal 4) <b>FINAL FFAS CLEARANCE REPORT</b> Administrative Offset Procedures permit holding final paycheck until accountable property and documents are returned		U.S. DEPARTMENT OF AGRICULTURE <b>1. Employee Name</b>		<b>2. Social Security Number</b> (Last 4 Digits Only)	
		<b>PRIVACY ACT STATEMENT.</b> Collection of your Social Security Number is authorized by E.O. 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.			
<b>3. Agency</b>		<b>4. Organization</b>		<b>5. Last Day of Active Service</b> (MM-DD-YYYY)	
				<b>6. Actual Separation Date</b> (MM-DD-YYYY)	

**INSTRUCTIONS**

- A. Employee is responsible for obtaining clearances on or before the last active duty day. This form should be hand carried or unless otherwise indicated by the employee through all appropriate designations. DO NOT MAIL.
- B. All "initial" boxes must be initialed by staff member representing the clearing organization.
- C. Officials who indicate clearance by their initials in the "Initial" box are certifying that records have been checked and the above named employee has properly accounted for each item except as noted in Item 67 "Comments".
- D. Form AD-717, Audit for Leave Year and a copy of final T&A must be forwarded to the Human Resources Division if there are leave discrepancies.
- E. Employee should complete the entire form and give it to the Division Director for certification.
- F. Division Director should certify that the employee has completed the clearance process, in Part C. The Division Director is responsible for forwarding this form to HRD.

**PART A - TO BE COMPLETED BY EMPLOYEE'S ADMINISTRATIVE CONTACT**

<b>7A. Name of Administrative Contact</b>				<b>7B. Administrative Contact's Telephone Number</b> (Including Area Code)		
	Initial	Date		Room	Initial	Date
8. SF-52 Initiated			11. Complete Form AD-717, Leave Audit (Forward to HRD)			
9. Keys to office, desk, files, other equipment			12. Other (specify)			
10. Delete employee from directory system						

**PART B - CLEARANCES****MANAGEMENT SERVICES DIVISION - 1280 Maryland Avenue, SW (Portals Building)**

<b>Acquisition Management Branch (202-690-0723)</b>	<b>Suite</b>	<b>Initial</b>	<b>Date</b>
13. IMPAC Purchasing Credit Card	580A		
14. Contracting Officer Warrant (if applicable)	580A		
15. IAS System (Remove Name and Password)	580A		

**MANAGEMENT SERVICES DIVISION - 1250 Maryland Avenue, SW (Portals Building)**

<b>Resource Coordination Staff (202-720-4766)</b>	<b>Suite</b>	<b>Initial</b>	<b>Date</b>
16. Metrochek (FSA and RMA participants only)	510P		
<b>Property and Operations Branch (202-720-7005)</b>	<b>Suite</b>	<b>Initial</b>	<b>Date</b>
17. Central Supply Card	520P		
18. Magnetic Card Access to Jamie L. Whitten (Admin. Building)	520P		
19. Office Door Key (magnetic and regular)	520P		
20. Personal Property Equipment both here and at home if on Flexiplace	520P		
21. Portals Parking Permit - Government Purchased	520P		

**MANAGEMENT SERVICES DIVISION/OCIO - 1400 Independence Avenue, SW, South Building**

<b>Publishing Branch (202-690-1523)</b>	<b>Room</b>	<b>Initial</b>	<b>Date</b>
22. Parking Permit	5736-S		
<b>OCIO (202-720-2202) (Please telephone before coming, to be sure someone is in the office to assist you.)</b>	<b>Room</b>	<b>Initial</b>	<b>Date</b>
23. FSA Cell Phone	2110 or 2111-S		
24. FSA BlackBerry	2110 or 2111-S		
25. FSA and RMA Telephone Calling Card	2110 pr 2111-S		

**CIVIL RIGHTS STAFF - 1280 Maryland Avenue, SW (Portals Building)**

Employees should go on-line to complete the Exit Interview Survey: <a href="http://content.ffas.usda.gov/Exitinterview/login.asp">http://content.ffas.usda.gov/Exitinterview/login.asp</a> . If employees do not have Internet access or are in need of a personal interview, please contact their Agency OCR.	<b>Suite</b>	<b>Initial</b>	<b>Date</b>
26. Exit Interview - FSA employees	580B		

<b>CIVIL RIGHTS STAFF - 14th and Independence Avenue, SW (South Building)</b>							
				Room	Initial	Date	
27. Exit Interview - FAS employees				6508-S			
28. Exit Interview - RMA employees				0359-S			
<b>FAS SERVICES - 14th and Independence Avenue, SW (South Building)</b>							
<b>FAS Employees</b>	Room	Initial	Date	<b>FAS Employees</b>	Room	Initial	Date
<b>Field Technology Support Staff</b>							
29. Disable User ID (LAN, DEC, etc.)	4603-S			38. State Dept. Identification Card	6067-S		
30. Delete Name From E-Mail Address Book	4603-S			39. Electronic Door Access - Ultrak Security System - Form	6067-S		
31. ADP Equipment - Loaned	4610-S			40. IMPAC Purchasing Credit Card (FAS Overseas)	6067-S		
32. Computer Center Access Card	4917-S			41. Remove INCA Access	6082-S		
33. Disable Voice Mail Account	6536-S			42. SIPRNET ACCESS CANCELLED	6082-S		
34. USB 512MB Thumb Drive	0664-S			43. Metrochek	6083-S		
35. Blackberry Telephone	4610-S			44. Passport (Including FSA & RMA)	1069-S		
36. FAS Cell Phone	4608-S			45. FAS Telephone Calling Card	6536-S		
37. Other (Specify)				46. RMA Travel Charge Cards (Contact Patti Byrd (RMA-KC-FMS) 816-926-7975)			
<b>FINANCIAL MANAGEMENT DIVISION (Park Office Center)</b>							
<b>FSA - Fax form to 703-305-1147 for Signatures.</b>				<b>FAS - Fax form to 703-305-0983 for Signatures.</b>			
<b>FSA EMPLOYEES</b>	Room	Initial	Date	<b>FAS EMPLOYEES</b>	Room	Initial	Date
47. Travel Advance	1209-POC			52. Government Travel Credit Card	1132-POC		
48. Government Travel Credit Card	1209-POC			53. Imprest Fund Advance	1132-POC		
49. Card Destroyed	1209-POC			54. Travel Advance	1132-POC		
50. Card Returned	1209-POC			55. Other (specify):			
51. Passport (See Item 45)				56. Other (specify):			
<b>HUMAN RESOURCES DIVISION 1280 Maryland Avenue, SW (Portals Building)</b>							
<b>Financial Disclosure DeBriefing:</b>	Suite	Initial	Date	<b>Employee Programs Branch</b>	Suite	Initial	Date
57A. OGE 450	490P			61. Term Child Care Tuition Assistance	490P		
57B. SF-278 (Contact: 202-720-2251)	Admin Bldg. 348-W			<b>Payroll/Personnel Operations Section</b>	Suite	Initial	Date
<b>TRAINING BRANCH</b>	Suite	Initial	Date	62. Service Agreement	490P		
58. Training Evaluations	490P			63. Sign AD-491, Security Debriefing; Secrecy Agreement Form	490P		
59. Training Related Equipment/ Materials on Loan	490P			64. Conduct Security Briefing (Conducted by PPOS) for FSA, RMA, & FAS)	490P		
<b>Employee Programs Branch</b>	Suite	Initial	Date	65. Issue AD-815, Post Employment Restrictions	490P		
60. Terminate Flexi-Place Agreement	490P			66. Turn in Personnel Misconduct Investigator ID or other credentials:	Room	Initial	Date
<b>OFFICE OF OPERATIONS/O&amp;O Security Badge Office</b>				FSA Employees	2720-S		
67. OLD USDA I.D. Badge (Issue badge card for employee retiring, if applicable)	Room	Initial	Date	RMA Employees	4619-S		
	Mezzanine 7-S			FAS Employees	Portals Suite 400-P		
<b>PART C - COMMENTS</b>							
68. Comments:							
<b>PART D - CERTIFICATIONS</b>							
<i>I certify that this employee has completed the clearance process and this form.</i>							
69A. Division Director's Signature					69B. Date (MM-DD-YYYY)		
<i>I certify that I have returned or made compensation in full for all Government property assigned to me. I further certify that I have discussed with an appropriate supervisor any documents/information I have in my possession and have obtained his/her approval to retain those I desire to keep.</i>							
70A. Employee Certification Signature					70B. Date (MM-DD-YYYY)		

**Copy of completed form should be provided to employee. The Division Director should ensure that this form is mailed to HRD.**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.